

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Little Dragons Pre-School and Clubs



1.6 Mobile phone policy (inc cameras, photographs, social media and videos)

Policy statement

At Little Dragons Pre- school we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, and that the potential risks involved should not be ignored. As an outstanding pre school we have a commitment to keeping children safe and healthy and this online safety policy operates at all times under the umbrella of the Safeguarding, anti-bullying, and behaviour policies .It also covers mobile phones, photographs, social media and videos. This policy will be reviewed regularly in line with technological developments by our pre-school management and committee.

Procedures

Mobile Phones including staff and visitors

- The use of personal mobile phones is prohibited within the main building during session times. The only exception is if prior permission has been given by the Pre-School Manager or Deputy in her absence. The pre-school phone can be used to take photographs of the setting and children but only to publish on Little Dragons Facebook page (with parental permission). All photos will be deleted from the phone once published.
- Personal mobile phones can be used in the pre-school office or kitchen during staff breaks and lunch breaks. Parents/Carers are asked to take their phone calls outside the building.
- At the beginning of each individual's shift, personal mobile phones are stored in the office.
- Staff, committee and parents 'lending a hand' must keep their personal mobile phones in the office.
- Visitors are requested not to use their mobile phones whilst on the premises. If a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day, those calls can be taken in the pre-school office.
- **Ofsted: Should an Inspector ask to keep their mobile phones on their persons this is allowed provided they are kept on their persons at all times and should they need to take/make a call they do this in the office.**
- The pre-school mobile phone can be used during session times if required, however no mobile phones can be used in the bathroom area.

- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency. Pre-School numbers are: 01206 231823 or 07857 503103.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, text messages and or take photographs of the children.
- Members of staff will not use their personal mobile phones for taking photographs of children at any time.

Mobile phones – children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent collects them at the end of the session.

Cameras, photographs, social media and videos

- All members of staff are responsible for the use of the pre-school cameras and ‘tablets’. Photographs are printed in pre-school and distributed accordingly. All staff sign a consent form to say they are responsible for their own key children’s learning journeys containing photographs.
- Students may use the pre-school camera under the supervision of staff to support members of staff with their observations or to record observations for their own learning. If photographs are taken for their own learning they must not identify children or the pre-school. Photographs are deleted once printed.
- Cameras and ‘tablets’ are not to be used in the bathroom area unless another member of staff is present, (photographs taken would be used to record hand washing).
- Video footage is to be taken on the pre-school camera/‘tablet’ and is to be deleted once watched.
- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Cameras and ‘tablets’ are used by members of staff to take photographs to support and record children’s learning and development, for displays within the setting and for information booklets (a separate written consent is required for information booklets/leaflets/posters which are distributed outside of Little Dragons Pre-School.)
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else’s child only their child/ren maybe photographed or videoed.

- Parents/carers are asked to consider others when uploading photographs/videos to social media sites such as Facebook. Little Dragons asks if parents/carers choose to upload photographs/videos of their children/family the images must only contain their children/family.

- If photographs of children are used for publicity purposes, parental consent must be given.
 - The setting manager/deputy will remind parents/carers about this policy at the beginning of events.

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- Our Deputy is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- Our Deputy ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children have access to the internet to support their learning however children are always supervised.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - only go on line with a grown up
 - be kind on line
 - keep information about me safe
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- The pre-school 'tablet' was purchased with parental controls.
- If a second hand computer is purchased or donated to the setting, Deputy will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- All staff ensure children only have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or ChildLine on 0800 1111 or www.childline.org.uk.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague or others behaviour are reported (as above).

Further guidance

- NSPCC and CEOP Keeping Children Safe Online training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

This policy was adopted by	Little Dragons Pre School	(name of provider)
On	November 2017	(date)
Date to be reviewed	November 2018	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	Rob Lord	
Role of signatory (e.g. chair, director or owner)	Chairperson	
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Other useful publications:

Safeguarding Children (2013)

Employee Handbook (2012)

UK Council for Child Internet Safety (UKCCIS); <http://www.education.gov.uk/ukccis/>

Child Exploitation and Online Protection Centre (CEOP); <http://ceop.police.uk/>

UK Safer Internet Centre: <http://www.saferinternet.org.uk/>

Childnet International; <http://www.childnet.com/>

Parentzone; <http://www.theparentzone.co.uk/>